

WESTCHESTER LIBRARY ASSOCIATION
Minutes of the Board of Directors Meeting
Nov. 2, 2017
WLS

Present:

Eleanor Friedman, Bonnie Katz, Terry Kirchner, Diana Lennon, Kathy Palovick, Sharon Rothman, James Trapasso

Excused:

The meeting was called to order at 10:10am. Discussion ensued regarding the low attendance at Board Meetings in general, and this meeting in particular. It was decided to approve October minutes at the December meeting.

President's Report:

- James thanked Diana and Liz for attending the Chappaqua Book Fair on behalf of WLA. It was agreed that it is valuable for WLA to have a presence at this fair and other similar activities.
- James reported that he and Diana met with Membership Chair Linda Surovich regarding possible group memberships. Diana suggested a membership for one library to include up to five people for \$100, which is a \$50 savings for a library from individual memberships. Terry suggested that the idea be presented at the December PLDA meeting. We could promote our activities so that directors/staff know what their membership buys. We would have to rework membership materials.
- James noted that we will need to vote on the replacement of Mallory as Secretary when she is on maternity leave.
- Diana discussed the idea of a Board binder with job descriptions, WLA info, etc. that board members need. We discussed the WLA wiki and we need to find out if there is a password and if it is updated regularly, by whom, etc.
- In follow-up to a meeting with James, Diana, and Sharon, James would like us to create/update guidelines for gift-giving to Board members upon retirement, bereavement, marriage, baby, etc. Brief discussion followed with Terry noting that at minimum a Certificate of Service should be presented to those leaving the Board. Suggested that the Secretary could keep track of officers' history on the Board.

Treasurer's Report:

- No Treasurer's report
- Sharon would like to create a form that people would use to be reimbursed from WLA for expenses on behalf of the organization. This would standardize the information and requests she receives.
- Sharon noted that WLA cannot reimburse a library for the Prof. Development Award; it needs to be paid to the individual. Diana will follow up with the payment to 2016 award winner, and will discuss wording in Prof. Dev. Packet with Elaine and Christa, Prof. Dev. Co-chairs.

Mid-Winter Conference:

- Mid-Winter Conference is January 17 at Ossining Library. NYLA Exec. Director Jeremy Johannesen will speak. WLA will pay for his hotel for the night before the event.
- James will invite LARC to the event.
- Alight breakfast will be provided; details to be finalized at the Dec. meeting.

- It was agreed to do a 50-50 Raffle again at the Midwinter Conference.

Annual Conference:

- The Annual Conference needs a chair/co-chair. James sent the deposit check of \$8100 to Doral Arrowwood, along with our tax exempt letter and the signed contract.
- Bonnie noted the need to book a keynote speaker soon. Diana will speak with a potential speaker while at NYLA; James suggested Regina Calcaterra, who had spoken at the WLS breakfast. She is a lawyer and author. James also will contact the MacMillan Speakers' Bureau and the Book Revue for possibilities. Eleanor noted that Metali Perkins had spoken well at another event. Bonnie suggested contacting Joan, the programs librarian at Chappaqua, for ideas.
- Jayne Iannace has offered to help with social media for the Annual Conference.
- Sharon explained the reimbursement procedures for the conference expenditures.
- James and Eleanor will look at vendors for conference promotional materials.

Professional Development Committee:

- Reminder that the Improv Workshop with Ellen Flaks will take place at WLS on Nov. 16.

Legislation Committee:

- No report.

Academic and Special Libraries Committee:

- No report.

Youth Services Committee:

- No report.

Public Relations Committee:

- James or Diana will email Dan re updating the website as the latest photos are from 2014. Noted that members should send WLA event photos to Dan to post.

New Business:

- James will email board members re online voting prior to the December meetings, especially as only seven people attended this meeting.

Old Business

- No old Business.

A motion to adjourn was made by Bonnie at 11:04am; Diana seconded and the meeting was adjourned.
Respectfully Submitted,

Diana Lennon

Upcoming Meetings:

December 14: Ossining

January 17: Mid-Winter Conference, Ossining Public Library

February 8: WLS

March 8: Greenburgh

April 12: Mount Kisco

May 4: Annual Conference, Doral Arrowwood

June: Lunch Meeting (Date and Location TBD)